

## Research & Innovation – Onboarding Handbook

### Hiring & Contracts

- A **fully executed project agreement** is required in order to begin any onboarding of research staff.
- Employment contracts dates must fall within the dates of the grant.
- Contract start dates should always fall on a Monday (or Tuesday if there is a Holiday on the Monday)
- Contract end dates should always fall on a Friday
- **NO** project work should begin prior to receiving and signing an employment contract.
- Contracts will be created for research staff according to the terms in the project agreement.
- **Standard employment contracts take a minimum of 3-4 weeks to process.** Please take this into consideration when scheduling project timelines.
- Your Project Coordinator should be copied on all correspondence regarding employment contracts.

### Research Assistant Contracts & Timesheets

**Please provide your Project Coordinator with research assistant details a minimum of 3 weeks project to the desired contract start date.** Research Assistants should not begin working until they have received and responded to their contract offer.

### Timesheet Submission

Timesheet hours should be entered on a daily basis. Completed timesheets for the respective pay period are submitted for approval on a bi-weekly basis. Bi-weekly reminders will be sent to all project staff the week that timesheets are due. Instructions for submitting time cards can be found here: [Submit Time](#).

Timesheet hours **CANNOT** be backdated more than 2 weeks. Timesheets should be entered on a daily basis.

### **Research Assistants:**

All other research staff must submit their timesheets for approval on a bi-weekly basis, and send a screenshot to their Principal Investigator and copy [research@humber.ca](mailto:research@humber.ca) by the specific due date. It is the PI's responsibility to verify the hours and REPLY ALL with written approval of the hours. Research & Innovation staff will then approve in the HRMS. If there is no PI approval, hours will not be approved and there will be delayed payment to research assistants.

### **Principal Investigator:**

Principal Investigators with hourly contracts must enter their timesheets for approval on a bi-weekly basis. Once their timesheet is entered, a screen shot of the hours must be sent to [research@humber.ca](mailto:research@humber.ca).

During the last week of an active contract: ALL outstanding hours must be entered prior to the last date of the contract. Once the contract has expired, the employee will be locked out and will not be able to enter hours.

To summarize, the Principal Investigator is responsible for:

- Ensuring that research assistants are entering hours on a bi-weekly basis.
- Ensuring that research assistants are not working on statutory holidays.
- Keeping an eye on budget when assigning work to research assistants.
- Keeping track of when research project staff contracts are expiring.

Contract extension requests must be received a minimum of 4 weeks prior to contract expiring.

#### Participation Agreement & Training

All research participants are required to sign the standard Research & Innovation Participation Agreement (see. Appendix A). This is a mandatory document that describes the employee's legal rights and limitations in regards to project work. **It is the PI's responsibility to ensure that the employee understands the terms of their participation and that it is signed and submitted back to the Research & Innovation office.**

Research Assistants are required to complete the following Human Resources and Research & Innovation training modules. The trainings take an average of 8 hours to complete. **The time spent on the completing the trainings is paid and is charged directly to the project.** All training must be completed within the first month of work. Incomplete training will be flagged to the PI for action.

- Accessibility for Ontarians with Disabilities Act (AODA) Customer Service Standards Training
- Integrated Accessibility Standards Regulation (IASR) & Ontario Human Rights Code (OHRC) Training
- Gender Based Analysis Plus (GBA+)
- Pathway to Human Rights, Education and Actions
- Sexual Violence Training for Employees
- Health & Safety Training (Student)
- Research Assistant Tutorial

For any onboarding or hiring questions, please contact Jennifer Arulappu, Administrative Coordinator for Research & Innovation at [jennifer.arulappu@humber.ca](mailto:jennifer.arulappu@humber.ca).